

~~SECRET~~~~CONFIDENTIAL~~Executive Registry
1-6943

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MEMORANDUM FOR: [] Advisor for Management

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SUBJECT: Proposed T/O for []

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Personnel of the following proposed T/O for []

[] will all have to be at []

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at the Consulate, with the possible exception of the Operations Officer.

1. ~~Executive Officer - GS-13~~ *delete*

A possible candidate for this position is [] who is Executive Officer of FDR, OSO. The chief of the Division, however, has not yet been approached, and would probably be unenthusiastic at the prospect of giving up []. However, Mr. Roosevelt proposes to make an informal approach on this matter before his departure to the chief of FDR.

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2. Operations Officer - GS-13

There is no possible candidate for this position in sight, but the position will have to be filled by someone with several years of operational experience not necessarily in the area.

3. Reports - GS-9

[] has already been selected for this job and is now in training, nominally listed under the [] T/O of FDR, but with the clear understanding that she belongs to Mr. Roosevelt. She has had experience both at a field station and another branch of OSO in Washington.

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4. Administrative Assistant - GS-7 *officer 9*

[] is now being considered for this position. She is now in IID which has agreed to release her.

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5. Bilingual Secretary - GS-7

[] who is at present bilingual secretary for the [] of the Voice of America, is now being cleared for this division.

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6. Clerk-stenographer - GS-5

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There is no one in sight for this position at present.

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ARCHIE ROOSEVELT, JR.

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